



Department of Business & Industry
MANUFACTURED HOUSING DIVISION

CONVERSIONS FROM REAL TO PERSONAL PROPERTY

The following are instructions for the completion of an application for a Certificate of Ownership when a homeowner is converting a manufactured/mobile home FROM Real Property TO Personal Property:

1. An "Affidavit of Conversion of a Mobile Home from Real to Personal Property" form must be requested from the office of the Assessor in the County in which the manufactured/mobile home is located.
2. **PRIOR TO RECORDING**, after the form is completed, it needs to be sent to Department of Manufactured Housing (MHD), 1535 Old Hot Springs Rd., Suite 60, Carson City, NV 89706 for signing by the Division representative.
3. After the document is signed by the MHD, it is returned to the sender at which time it must be recorded at the Recorder's Office in the County in which the manufactured/mobile home is located.
 - A. Request two copies upon recordation – one for MHD and one for the Assessor's Office of the County in which the manufactured/mobile home is physically located.
4. Complete an "Affidavit Application for Certificate of Ownership" from MHD (the form can be found on the website at www.mhd.state.nv.us). The Affidavit must be signed and notarized by the current LEGAL owner.
 - A. Run a title search on the MHD website at www.mhd.state.nv.us
 - B. If the MHD title records at time property was converted to Real Property show an owner other than the one completing the Affidavit, documentation showing proof of ownership must be submitted. (Please call MHD for proper documentation requirement)
 - C. If the MHD title records show a lienholder OTHER than the current lienholder the previous lienholder MUST complete, sign & notarize a Lien Satisfied (see MHD website for form)
5. Forward the original Affidavit Application for Certificate of Ownership and a certified copy of the Affidavit of Conversion, along with a \$40 fee, to MHD.
6. Upon acceptance of correct documentation, MHD will issue a new Certificate of Ownership to the legal owner.

THE CONVERSION IS NOT COMPLETE UNTIL MHD HAS ISSUED THE NEW CERTIFICATE OF OWNERSHIP.

(Revised April 2012)

- ☒ 1535 Old Hot Springs Rd., Ste. 60, Carson City, Nevada 89706 (775) 687-2060 Fax: (775) 687-5521
- ☐ 2501 E. Sahara Ave., Ste. 204, Las Vegas, Nevada 89104 (702) 486-4135 Fax: (775) 486-4309
- ☐ 540 Court St., Elko, Nevada 89801 (775) 738-6601 Fax: (775) 738-6612